

MBAR TUTORIAL



NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

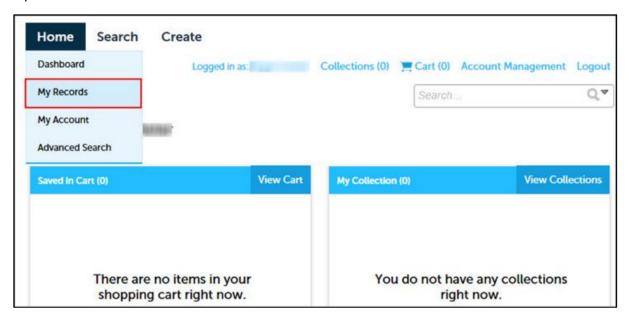
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

- 1. Log in to Account Central, then the Licensing system will be displayed.
- 2. Click <u>Home>My Records</u> in the top left navigation. A list of all records displays.
- 3. Find the license that MBAR has due. Click to open the record.
- 4. Click Create Amendment button at bottom of page.
- 5. Select MBAR radio button. Click Continue Application.
- 6. Verify information on <u>Mixed Beverage Annual>Location Information</u> page. Click **Continue Application**.
- 7. To add contact information, Select from Account or add new contact information on the <u>Mixed Beverage</u> <u>Annual>Contact Information</u> page. Click **Continue Application**.
- 8. Click **Actions** then **Edit** for the first month on the <u>Sales by Month</u> page.
- 9. Complete required fields on the <u>Sales by Month</u> entry page. **Monthly Sales** field will automatically total the entries. Click **Submit**.
- 10. Click Continue Application after entering Sales by Month information for all months.
- 11. Complete required fields on the <u>Reporting>Total Information</u> page. **Total Purchases** field will automatically total the entries. Click **Continue Application**.
- 12. Under supporting documents, Click Add and then select the file to <u>upload for your inventory report</u>. Click Continue. Select Inventory Form from the Type dropdown and enter a description. Click Save. Click Continue Application.
- 13. Add comments (optional) on the Reporting>Comments page. Click Continue Application.
- 14. Verify information on the <u>Review</u> page. Scroll down and click the certification checkbox. Click **Continue Application**.
- 15. Receipt/Record issuance page displays.

END OF WRITTEN INSTRUCTIONS

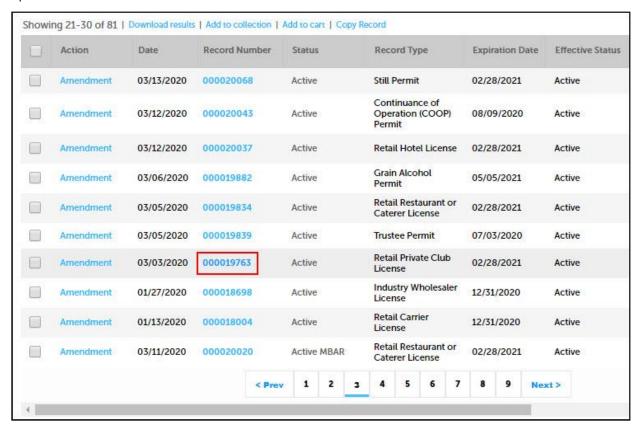
SCREEN HELP

My Records

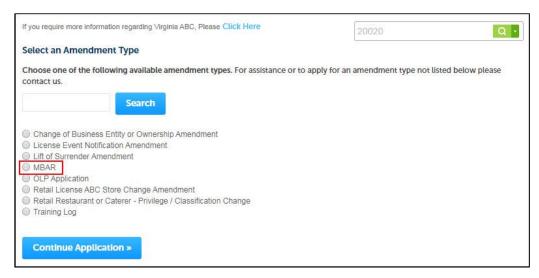


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Open a Record

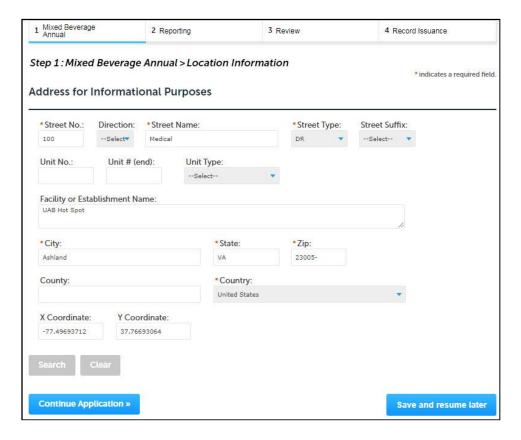


MBAR radio button

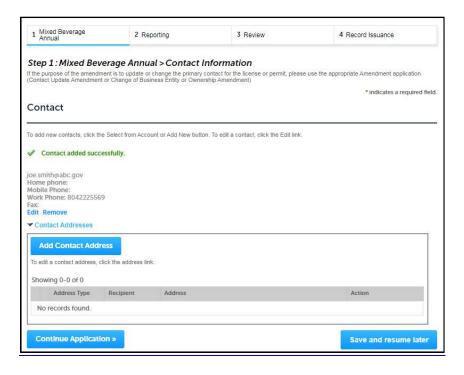


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Mixed Beverage Annual>Location Information

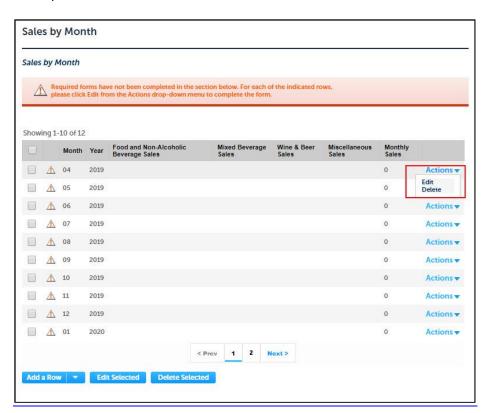


Mixed Beverage Annual>Contact Information



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Sales by Month

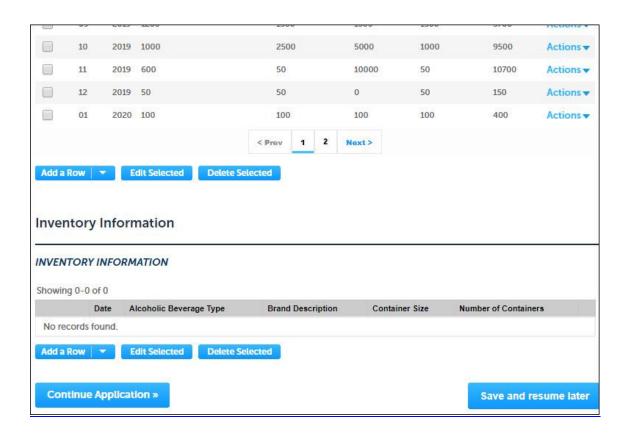


Sales by Month entry

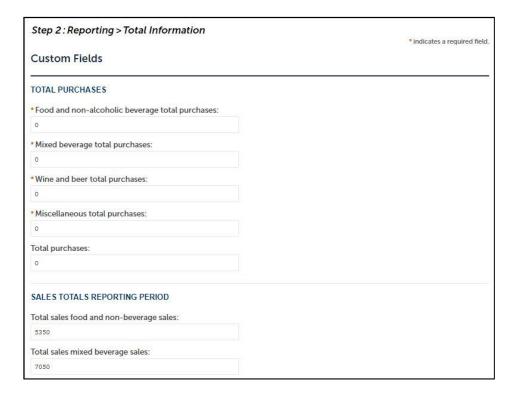


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Inventory (Continue Application)

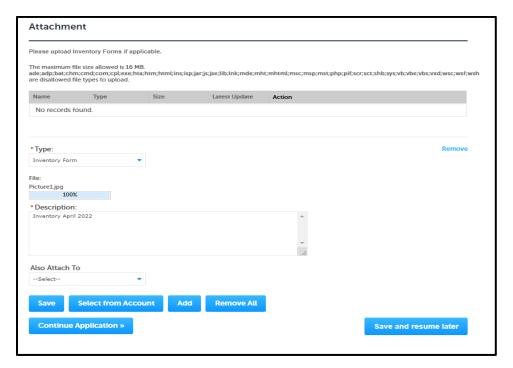


Reporting>Total Information

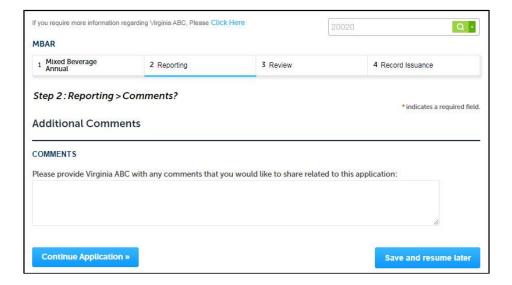


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Upload an Inventory Form

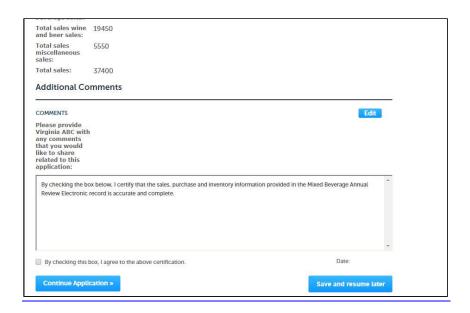


Reporting>Comments



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Review



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Receipt/Record issuance

